

Idaho School for the Deaf and the Blind
Policies and Procedures
Section: 200
Subsection: Leave During Facility Closure or
Inaccessibility

Revised February 05

Reference: IDAPA 250.11

Purpose:

To accommodate employee work hours in the event that the school facility or regional offices are closed or inaccessible.

Policy:

When the administration make the decision to close or declare inaccessible all or any school facilities or regional offices because of severe weather, civil disturbance, loss of utilities or other disruption, the affected employees will be authorized administrative leave with pay to cover their scheduled hours of work during that period of time.

Procedure:

All reasonable effort will be made to notify local media in time to broadcast notice of closure in time to save employees traveling to work. Whenever possible, this notice will be followed up with a phone call to each employee.

When a severe storm or some other major disruption occurs during a work day already in progress, and the appropriate authority authorizes early release of employees, the remainder of the work day (time off) shall be charged to administrative leave with pay.

It is each employee's responsibility to make a reasonable effort to come to work even during periods of severe weather, civil disturbance, loss of utilities or other disruptions. If an employee chooses to stay home and the Administration does not close the school, the employee will be granted personal leave, vacation leave, or leave without pay at their discretion. Sick Leave, however, may not be used for this purpose.

If an employee arrives at the school, office, etc, after a closure declaration, and chooses to stay and continue working, they do so voluntarily and no additional pay or compensatory time will be granted, except as provided for under state law.

Revised/Approved – February 2005
Harvey W. Lyter III, Interim Superintendent